

Homebound Time and Travel

(General Education)



Student Name \_\_\_\_\_
Student ID \_\_\_\_\_
Campus \_\_\_\_\_
Teacher's Full Name \_\_\_\_\_
Teacher's SS # (last 4 digits) \_\_\_\_\_
Supervisor's Signature \_\_\_\_\_

\*\* This time sheet is to be completed on a semi-monthly basis. Send or fax completed timesheet to the Curriculum Department (817.408.4045)

(B) Travel Time

(C) Other Time (GEH Mtg, Tchr Consults, etc.)

Table with columns: Date, Total Travel Miles, Depart Time, Arrive Time, Depart Time, Arrive Time, Total Travel Time

Table with columns: Start Time, End Time, Total Other Time, Purpose

Totals \_\_\_\_\_

Teacher Signature \_\_\_\_\_

\*\* for office use only\*\*

Total Travel Miles \_\_\_\_\_ x \_\_\_\_\_/mile = Total Mileage Expense \_\_\_\_\_ Budget Code \_\_\_\_\_

\*\* Note: When Calculating time, minutes must be changed to decimals (e.g. 10 minutes = 10/60= .167 hrs)

(A) Total Instructional Time (from log) \_\_\_\_\_ + (B) Total Travel Time x .5 \_\_\_\_\_ + ( C ) Total Other Time \_\_\_\_\_
Total Time ( A )+( B )+( C ) = \_\_\_\_\_x \_\_\_\_\_/hr = Total Pay \_\_\_\_\_ Budget Code \_\_\_\_\_ (for payroll)